

Communications Committee Meeting Minutes
November 26, 2019 – Immediately after COW Meeting
Ela Town Hall 1155 E. Route 22, Lake Zurich, IL
Upper Level Conference Room

1. **Call to Order – Chair**
Meeting was called to order at 9:44 A.M.
2. **Roll Call**
Supervisor Palmblad, Manager Stefaniuk, Assessor Barrington, Director Dillon, Asst. Director Dalbec, Director Fackler, Administrative Coordinator's Case, Mendocha, and Sandstrom.
3. **Old Business**
 - A. **New Residents Mailing Update:**
Administrative Coordinator Case mailed 45 Resident Guides to new residents in the month of November.
 - B. **Caption Contest:**
The committee voted to use the man in a hole picture submitted by the Highway Department for the December 2019 caption contest. Administrative Coordinator Case will ask a Township business to donate a gift card for the contest winner.
 - C. **Township Tuesday:**
 - November 12, 2019 – Department Spotlight - Snow and Ice Control
 - November 26, 2019 – Employee Spotlight – Jeff Thompson
 - We will not have a December 2019 Township Tuesday post.
 - Administrative Coordinator Case submitted a 2020 Township Tuesday schedule for review. The committee made some changes and agreed to a final schedule.
 - D. **Next E Blast:**
 - December 2 & 16, 2019 – all content was received
 - E. **Postcards:**
The committee discussed various ideas for the post card and agreed to re-visit the topic at the January 2020 committee meeting.
 - F. **Holiday Party:**
The menu for the holiday potluck was finalized.
 - G. **Daily Herald Articles:**
Administrative Coordinator Case asked committee members to submit articles for their department highlighting Township news and events to be published in the Daily Herald newspaper in an effort to come up with a schedule for 2020.
4. **New Business**
 - A tour of the Ela Historical Society & Museum was scheduled for January 17, 2020, 12-1 P.M.
 - Director Fackler inquired about digital signage
5. **Schedule Next Meeting**
January 28, 2020 immediately following COW meeting.
6. **Adjournment**
Meeting adjourned at 10:40 A.M.

Respectfully submitted: Administrative Coordinator, *Jessica P. Case*